

Nicholas J. Keddy

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EDUCATION

American University, School of Public Affairs (SPA), Washington, DC May 2024
Bachelor of Arts in Political Science
Minor: Public Policy
SPA Leadership Program
Relevant Courses and Projects: Selected to study and develop leadership skills through advanced practical training and by implementing social action projects for communities at large

Connetquot High School, Bohemia, NY June 2020
Honors: Graduated in top 3% of class, GPA 4.0, NYS Attorney General's Triple "C" Award, Office of the State Comptroller Student Achievement Award

EXPERIENCE

Assistant Manager, **Sayville Cinemas**, Sayville, NY February 2018- March 2020

- Supervised three to five employees and facilitated the completion of day to day operations such as food preparation, routine cleaning, consumer transactions, and customer service
- Developed necessary skills including but not limited to people skills, organization, leadership, and mediation
- Creation of movie playlists and subsequent problem solving in the event of power outages, computer crashes, software changes, etc.

President, **Class of 2020**, Connetquot High School September 2016- June 2020

- Collaborated with school administration officials to organize and plan an annual average of five social and fundraising events which engaged the student body population
- Utilized public relations and community outreach skills to facilitate beneficial communication between the organization and the class at large

CAMPUS AND COMMUNITY SERVICE

Firefighter, **West Sayville Fire Department**, West Sayville, NY May 2019- Present

- Earned multiple certifications in the field of fire rescue and emergency services
- Fostered an improved affinity for teamwork and service to others by responding to various emergencies within my community at all hours of the day and night
- Achieved the highest firefighting certification exam score in Suffolk County for the year of 2019

Coach, **Connetquot Youth Football Organization**, Oakdale, NY July 2015-November 2019

- Taught players the mechanics of football, encouraged teamwork, and led practices 2x a week in preparation for approximately ten games per season.
- Evaluated the skills and abilities of each player to place them in a position of best fit
- Resolved behavioral and/or physical issues and disputes in a professional, kind, and productive manner.

SKILLS

- *Computer:* Microsoft Office, Google Suite, Social Media platforms such as Instagram, Facebook, and Snapchat, Workplace, GroupMe
- *Hands On:* CPR/AED, First Aid, Stop the Bleed, Administration of Naloxone